

**LUCY ROBBINS WELLES LIBRARY  
BOARD OF TRUSTEES MEETING  
SEPTEMBER 21, 2015**

**BOARD MEMBERS IN ATTENDANCE**

Paul Crosswaith, Dennis Doyle, Patty Foley, Pauline Kruk, Iris Larsson, Lloyd Lirio, Judy Igielski, LeeAnn Manke, Kris Nasinnyk, Maureen O'Connor Lyons, Pam Raynock, Neil Ryan, Diane Stamm, Ellen Vessella

**BOARD MEMBERS ABSENT**

Anna Eddy

**STAFF**

Lisa Masten, Library Director  
Karen Benner, Assistant Library Director  
Gail Whitney, Secretary for the Board

**TOWN COUNCIL LIAISONS ABSENT**

Clarke Castelle  
David Nagel

**FRIENDS**

Terri Beganski

**CALL TO ORDER**

The meeting was called to order by Diane Stamm at 6:00 PM.

**I. ROLL CALL**

**II. PUBLIC PARTICIPATION**

There was no Public Participation.

**III. SECRETARY'S REPORT/COMMUNICATIONS**

Judy reported that she received thank you notes from Natalie Harbeson, Department of Human Services, Make-A-Wish, and the Doyle Family.

**IV. APPROVAL OF MINUTES**

**MOTION:** Maureen O'Connor Lyons made a motion to accept the minutes of June 8, 2015, LeeAnn Manke seconded the motion, and the motion to accept the minutes of June 8, 2015 was unanimously approved with a 14-0 vote.

**V. REVIEW OF ANNUAL ACTIVITIES CALENDAR**

Diane reviewed the Annual Activities Calendar for the month of September which includes the Annual Meeting, and election of new officers. October's calendar includes committee assignments.

## **VI. TREASURER'S REPORT**

Iris reported that everything is in order and up-to-date, and she has given the key to Paul Crosswaith. The income tax has also been filed. Iris also reported that funds were transferred from Everbank to Santander. Diane asked about previous discussions on purchasing a laptop. Lisa reported that some research has been done regarding various laptops at a cost of up to \$1,500. Judy made a motion to allocate up to \$1,500 for the computer, software, maintenance, etc., however as discussion continued this motion was withdrawn. Paul will review facts, figures, etc. with regard to the purchase of a laptop and report back to the Board in October.

## **VII. LIBRARY DIRECTOR'S REPORT**

Lisa reported that the Summer Reading Program was very successful: 1,095 children, 153 teens, 506 adults who read 4,392 books. The Children's Craft Show was a big success: 32 children participated, there were 250 customers. One child raised \$150 for wands that he created and he donated \$70 of that money to the Library. It was a great program and will definitely be held again. Diane Durette's Taste of Connecticut programs have been very well attended. Diane is also working with AARP CT on a technology pilot program wherein AARP donates 10 tablets.

## **VIII. ASSISTANT LIBRARY DIRECTOR'S REPORT**

Karen reported that the RFID project is complete as far as all adult and teen items; the children's printed items are 95% done. The Library has new Samsung tablets available for adults and teens, and two new ones for children. Dorothy Russell is putting together an Ebooks booklet. In August 17 staff participated in training for the new website; a second session will be held at the end of September.

## **IX. FRIENDS OF THE LIBRARY**

### **1. Terri Beganski Report**

Terri reported that the Friends will be establishing a Publicity Committee to enhance library activities. The Friends have purchased an iPad for pictures and events to share on the website. The Friends participated in the Waterfall Festival and did very well selling children's books and media items. They will be doing a bulb fundraiser in the spring. The Annual Wine and Cheese Social is scheduled for January 22, 2016. Membership is doing well, and the Footnotes is now available on-line. The Book Sale is scheduled for November 13-14-15, 2015. **MOTION: LeeAnn Manke made a motion to donate \$100 towards a basket of the Friends' choice for the Annual Wine and Cheese Social, Judy Igielski seconded the motion, all were in favor, and the motion passed unanimously with a 14-0 vote.**

### **2. Board Liaison Report**

There was no report.

## **X. COMMITTEE REPORTS**

### **A. PEP (Planning, Evaluation, Policy)**

#### **1. Vote on Ethics Statement**

Kris reported that the PEP Committee met in September and completed the wording with regard to the Ethics Statement that was proposed at the June meeting. **MOTION: LeeAnn Manke made a motion to approve the Ethics Statement as proposed by the PEP Committee, Judy Igielski seconded the motion, all were in favor, and the motion to accept the Ethics Statement was unanimously approved by a 14-0.** Kris stated she will have the Ethics Statement available in October for the Board members' signatures. Kris also stated that the PEP Committee is recommending a Finance Committee made up of members from the Budget and Investment Committees, and the Treasurer. This will be discussed further in October.

B. Investment Committee

Neil distributed the quarterly statement. The Investment Committee met with the financial advisors back in April with regard to transferring funds out of Everbank.

C. House Committee

Diane had no report.

D. Facility and Site

1. Update on Library Building Committee

Maureen reported that the Library Additional Renovation Committee met on July 27. Newell Stamm has been named Chairperson of this committee which includes Maureen, LeeAnn, Steve Silva, David Nagel, Jeff Baron, Laurel Goodgian, Dave Langdon, and Jim Marocchini. Maureen spoke with Maxine Bleiweis who has agreed to be a facilitator.

E. Fund Development/Legacy Society

Pauline had no report.

F. Budget

Patty distributed a spreadsheet identifying budget comparisons from 2012 through 2015.

G. Technology

Paul had no report.

H. Nominating Committee

1. Election of Officers

The Nominating Committee has put forth the following slate of officers: President-Diane Stamm, Vice-President-LeeAnn Manke, Secretary-Judy Igielski, Treasurer-Paul Crosswaith. The nomination forms were distributed to be completed by the Board of Trustees. There are three corporate renewals to vote on: Paul Crosswaith, Judy Igielski, and Iris Larsson.

I. Communications Committee

Patty reported that letters are being published in local newspapers.

## **XI. OLD BUSINESS**

### **A. Annual Meeting – Honoree presentations**

Ellen Vessella will do the presentation to David Johnson from GEICO

Neil Ryan will do the presentation to Beth Brodeur from Subway

Kris Nasinnyk will do the presentation to Michael Kiely

Judy Igielski will do the prostration for Mary Wood

Pam Raynock will do the presentation for Guido Giantonio

Diane Stamm will do the presentation for Lynn Caley

Anna will not be in attendance at the Annual Meeting, however the Board will present her with a \$100 Max Restaurant gift certificate and a library book shelf shawl in honor of her years as Board of Trustees President.

### **B. Staff Appreciation Event – Friday, October 23**

Judy distributed invitations to the Board this evening, and mailed invitations to the staff..

### **C. Hanel Event**

The Hanel Event “Changes in Latitude” held on August 21<sup>st</sup> was a fantastic evening!

## **XII. NEW BUSINESS**

### **A. Holiday Closing, Veterans Day, Wednesday, November 11**

The Library will be closed on Wednesday, November 11 for Veterans Day.

### **B. Holiday Closing, November 26 close at 5:00 PM day before Thanksgiving**

The Library will close at 5:00 PM on Wednesday, November 25

The Library will be closed on December 24 and 25 for the Christmas holiday, and be open on December 26 and 27.

## **XIII. PUBLIC PARTICIPATION**

There was no Public Participation.

## **XIV. ADJOURNMENT**

**MOTION: Maureen O’Connor Lyons made a motion to adjourn, Iris Larsson seconded the motion, all were in favor, and the motion to adjourn was passed unanimously with a 14-0 vote at 6:55 PM.**

The next Board of Trustees meeting is scheduled for Monday, October 19, 2015 at 7:00 PM.